

**CATAWBA HOSPITAL
CATAWBA, VIRGINIA**

MEMORANDUM OF RECORD

DATE: March 22, 2011

**SUBJECT: SET-A-SIDE FOR DMBE CERTIFIED SMALL BUSINESS -
IFB 724-11007, ELEVATOR PREVENTIVE
MAINTENANCE AND REPAIR SERVICES**

On March 22, 2011, sealed bids were accepted for IFB 724-11007, Elevator Preventive Maintenance and Repair Services. This solicitation was designation as a Set-A-Side for DMBE certified small businesses and only those certified small businesses would be eligible for consideration. A total of four (4) bids were received and each bid was evaluated utilizing the following checklist.

| Requirements | Apollo Elevator | Schindler Elevator | Southern Elevator | Thyssen Krupp Elevator |
|-------------------------------------|--|---|---|--|
| Bid Signed | Yes | Yes | Yes | Yes |
| Contractor License # listed | Yes | Yes | Yes | Yes |
| Pricing Schedule complete | Yes | Yes | Yes | Yes |
| Attachment B – Contractor Employees | No | Yes | Yes | Yes |
| Attachment D – References | Yes | Yes | Yes | Yes |
| BAC, signed | No | No | Yes | Yes |
| eVA – Registered vendor | Yes | No | Yes | Yes |
| SWaM – Certified Small Business | Small | No | Small | No |
| | | | | |
| Pricing – Full Service | \$13,980.00/Yr | \$18,060.00/Yr | \$14,818.80/Yr | \$14,112.00/Yr |
| Technician Rate | \$118.00/hr | \$252.74/hr | \$118.00/hr | \$142.00/hr |
| Asst Tech Rate | \$118.00/hr | \$202.19/hr | \$100.30/hr | \$114.00/hr |
| COMMENTS: | Apollo did not complete Attachment B. §II.Scope of Work.B.General Specifications.3. Bidders shall furnish experience information for those technicians who are to be assigned to this contract as requested on Attachment B. Failure to complete this requirement of the IFB has resulted in declaring this vendor as Non-responsive and has disqualified the vendors, bid. | Schindler is not certified as a DMBE Small Business and therefore is rejected from bidding. | Southern is the next lowest DMBE certified small business and complies with all requirements for submittal of a bid packet. | ThyssenKrupp is not certified as a DMBE Small Business and therefore is rejected from bidding. |

It is the determination of the Purchasing and Contracting office for Catawba Hospital that it has received competitive bids and in compliance with the Virginia Public Procurement Act (VPPA) has determined the lowest responsive bidder. “Responsive bidder” means a person who has submitted a bid that conforms in all material respects to the Invitation to Bid. The findings on each bid packet received are listed above. Intent to Award to Southern Elevator will be posted on the VBO and www.dbhds.virginia.gov.

Robyn J. Wright

Robyn J. Wright, CPPB, VCO
Director of Purchasing & Contracting